



USAID | MACEDONIA

FROM THE AMERICAN PEOPLE

Issuance Date: December 10, 2011
Closing Date: January 10, 2012
Closing Time: 17:00 Skopje Time

Subject: Request for Applications for Expanding Participation of People with Disabilities Program

Dear Development Partners:

I would like to bring to your attention an exciting funding opportunity by the United States Government, through the U.S. Agency for International Development (USAID), to increase the participation of people with disabilities (PWDs) and strengthen the capacities of local disabled people's organizations (DPOs).

In compliance with its Disability Policy, USAID continues to work toward fuller inclusion of people with disabilities in its foreign policy and development efforts. USAID's Disability Policy can be found at http://www.usaid.gov/about_usaid/disability.

Subject to the availability of funds, USAID/Macedonia anticipates awarding one or more grant(s) / cooperative agreement(s) to eligible Macedonian organizations in the range from \$20,000 to \$300,000 per individual grant / cooperative agreement expended over a two-year period. The anticipated start date for this activity is on or about July 30, 2012.

USAID/Macedonia seeks applications from eligible prospective Macedonian organizations to propose innovative and effective approaches that increase participation of PWDs in Macedonia and strengthen the capacity of local DPOs. The proposed program(s) should seek to increase participation of PWDs in USAID/Macedonia's strategic objective areas; democracy and governance, economic growth and education. You can find more detailed information on USAID Macedonia's strategic objectives as well as a more detailed Description of this Request in Attachment 1, Mission Specific Information.

In order to promote consistency and for ease of review, all applicants must use the standard application form which is included as Attachment 2. Submissions made using other formats may not be considered. Applications should be no longer than eight pages (plus cover letter and attachments.) In addition, we have included a standardized reporting format in Attachment 3 that will be required for any funded activities.

The deadline for submission of applications is 17:00 Skopje Time on January 10, 2012. The applications should be submitted electronically to Mr. Risto Ricliev at rricliev@usaid.gov and three paper copies should be mailed to the following address: U.S. Embassy, USAID/Macedonia, Program Office, Mr. Risto Ricliev, Acquisition Specialist, Samoilova 21 Skopje.

Any questions concerning the Request for Applications should be submitted in writing to Mr. Risto Ricliev at rricliev@usaid.gov. The deadline for submission of questions is December 21, 2011.

The selection process will be conducted in two phases. USAID/Macedonia will conduct an initial screening of all applications received by the deadline based on the criteria outlined in Attachment 1. Selected applications will be forwarded to USAID/Washington for a final review.

Please note that the issuance of this Request for Applications does not constitute an award commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of an application. The applications are submitted at the risk of the submitter. All preparation and submission costs are at the submitter's expense. In addition, final award of any resultant grant or cooperative agreement cannot be made until funds have been fully appropriated, allocated, and committed through internal USAID procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award.

I hope you will take advantage of the opportunities this request provides to expand and extend the work that USAID/Macedonia is doing to reduce barriers and provide full participation of PWDs in Macedonia.

I strongly encourage you to invest time and energy in developing your project idea and submitting your application.

Sincerely,



Robert Wuertz
Mission Director

Attachments:

- Attachment 1: Mission Specific Information
- Attachment 2: Disability Application Form
- Attachment 3: Mission Disability Reporting Form

ATTACHMENT 01

MISSION SPECIFIC INFORMATION

Request for Applications from USAID/Macedonia

Expanding Participation of People with Disabilities

I. Purpose Statement

USAID/Macedonia is seeking applications for program(s) to **increase participation of people with disabilities** (PWDs) in Macedonia and strengthen the capacities of disabled people's organizations (DPOs). The proposed program(s) should seek to increase participation of PWDs in USAID/Macedonia's strategic objective areas; democracy and governance, economic growth and education. USAID/Macedonia's strategic objectives are defined in our strategy which can be found at <http://macedonia.usaid.gov> (under Documents and Reports) .

Program areas could include, but are not limited to, education, government, civil society building, media, rule of law, workforce development, and employment opportunities. Capacity building programs for DPOs may include organizational capacity, advocacy efforts, coordination, and leadership.

Subject to the availability of funds, we expect to fund individual programs in the category of **small fund programs ranging from \$20,000 to \$300,000** (per individual grant/cooperative agreement). USAID/Macedonia seeks applications from eligible prospective Macedonian organizations. The award(s) [grant(s) or cooperative agreement(s)] under this request for applications will be administered through USAID/Macedonia in accordance with USAID Standard Provisions for Non-U.S. Non-governmental Recipients.

This Request for Applications accompanied by the relevant attachments and all pertinent information can be found at the USAID Macedonia website <http://macedonia.usaid.gov> (under Job and grant opportunities)

II. Background

According to the World Health Organization (WHO), approximately 15% of any population has some form of disability with a higher incidence of disability in countries that are post conflict. Therefore, it is estimated that 1 billion people throughout the world have a disability, a majority living in less resourced nations.

People with disabilities have been marginalized from traditional development activities due to discrimination and inadvertent barriers, which have limited their access to health care services, education, employment, and civil society integration.

Previously, emphasis has been put on developing separate programs for people with disabilities rather than trying to integrate them into existing development activities. Although it may be necessary at times to develop separate programs to target specific needs of people with disabilities, it is also extremely important to find innovative ways to

include people with disabilities in general development cooperation in order to ensure access to and benefit from a wider variety of services.

In September 1997, USAID adopted a policy that advanced a clear vision and framework for the Agency's efforts in the area of disability. The policy states that USAID will not discriminate against people with disabilities and will work to ensure the inclusion of people with disabilities in USAID-funded programs and activities. The policy also calls on USAID missions to reach out to partners, host country counterparts, and other donors to lead a collaborative effort to end discrimination against, and promote equal opportunity for, people with disabilities. USAID's Disability Policy can be found at http://www.usaid.gov/about_usaid/disability.

III. Areas of Interest

The two main objectives are to increase participation of PWDs in USAID programming and strengthen the capacity of DPOs. Ideally, activities should complement USAID/Macedonia's strategic objectives that can be found at: <http://macedonia.usaid.gov> (under Documents and Reports) ,

Following is a list of illustrative activities - other innovative ideas are welcome.

A. Increase participation of people with disabilities in current USAID programming.

Examples:

- 1) Promote participation of people with disabilities in democratic processes and elections.
- 2) Foster inclusion of children with disabilities in education programs.
- 3) Increase employment and economic opportunities for people with disabilities.
- 4) Improve national laws and policies that better reflect the inclusion of people with disabilities within Macedonia.

B. Strengthen the capacity of disabled person's organizations (DPOs).

Examples:

- 1) Improving the organizational capacity, financial management, human/material resources, strategic planning, fundraising, leadership and coordination of DPOs.
- 2) Building advocacy skills of DPOs to increase the inclusion of people with disabilities in programs funded by USAID, host governments and other donors.

IV. Available Funds

Applications of the following amounts will be considered:

- Small fund programs ranging from \$20,000 - \$300,000

Applications will be considered for "one time grants" with no expectations for follow-on funding.

V. Application Process

In order to promote consistency and for ease of review, all applicants must use the standard application form which is included as Attachment 2. Submissions made using other formats may not be considered. Applications should be no longer than eight pages (plus cover letter and attachments.)

The deadline for submission of applications is 17:00 Skopje Time on January 10, 2012. The applications should be submitted electronically to Mr. Risto Ricliev at rricliev@usaid.gov and three paper copies should be mailed to the following address: U.S. Embassy, USAID/Macedonia, Program Office, Mr. Risto Ricliev, Acquisition Specialist, Samoilova 21 Skopje.

Any questions concerning the Request for Applications should be submitted in writing to Mr. Risto Ricliev at rricliev@usaid.gov. The deadline for submission of questions is December 21, 2011.

The selection process will be conducted in two phases.

1. USAID/Macedonia **solicits and reviews applications based on the evaluation criteria outlined below.**

USAID/Macedonia **sends the application(s)** they are interested in supporting to USAID/Washington. A review panel in USAID/Washington **will select** applications submitted by USAID Missions worldwide.

2. Final negotiations, awards and management will be completed by USAID/Macedonia. USAID Macedonia is responsible for meeting USAID requirements for competition.

IMPORTANT:

Non-conforming concept papers will not be reviewed. Due to the volume of anticipated concept papers, the standard application form must be used. Please respect the 8-page limit.

Reporting on the funded program is required. Even if the funds are added to an existing program there will be a one-page quarterly reporting requirement with an indicator table that is mandatory (*form for each are attached*).

IMPORTANT: Direct submissions of concept papers or applications from applicants to USAID/Washington will not be considered.

Please note that the issuance of this Request for Applications does not constitute an award commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of an application. The applications are submitted at the risk of the submitter. All preparation and submission costs are at the submitter's expense. In addition, final award of any resultant grant or cooperative agreement cannot be made until funds have been fully appropriated, allocated, and committed through internal USAID procedures. While it is

anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award.

EVALUATION CRITERIA

USAID/Macedonia will use the following criteria in reviewing applications:

I. INFORMATION ABOUT THE APPLICANT (20 points)

To receive a full score of 20 points the organization will have:

1. Extensive involvement in disability or be a Disabled People's Organization.
2. Previous experience in project management or managing activities related to those proposed in the concept paper.
3. A clear mission, set of objectives and orientation that is in line with proposed activities.

II. PROJECT DESCRIPTION [60 points]

To receive a full score of 60 points the project must:

1. Show a clear link between the described need and the proposed activities.
2. Describe the impact on existing USAID programs, activities or strategic objectives.
3. Define who will benefit from the project (able-bodied people, people with disabilities; disaggregated by sex).
4. Provide an activity schedule that is well-defined and realistic.
5. Document what indicators (beyond the core indicators under Program Area Investing in People; Program Element 3.3.2 Social Services) will be used to show the project impact.

III. INTEGRATION OF PEOPLE WITH DISABILITIES (20 points)

To receive a full score of 20 points the organization will:

1. Show evidence of linkages with existing disability programs or organizations.
2. Illustrate how people with disabilities have been/will be involved in the design, implementation and evaluation of the program.
3. Ensure that women with disabilities will participate in and benefit from activities.

ATTACHMENT 2 DISABILITY APPLICATION FORM

EXPANDING PARTICIPATION OF PERSONS WITH DISABILITY

Please provide information in the space given. You may type or electronically complete this form (minimum 11 point font). Handwritten applications will not be accepted. All answers must be written in English.

Name of Organization: _____

Project Title: _____

PO Box: _____ City/District: _____ Country: _____

Contact Person: _____ Position/Title: _____

Phone: _____ Fax: _____ Email: _____

Please describe your organization (tick all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Disabled People's Organization
<input type="checkbox"/> Community Based Organization
<input type="checkbox"/> Non-governmental Organization
<input type="checkbox"/> Faith Based Initiative | <input type="checkbox"/> No experience with disability
<input type="checkbox"/> Limited experience with disability
<input type="checkbox"/> Extensive experience with disability
<input type="checkbox"/> Other _____ |
|---|--|

Amount of funding requested (in USD): _____

Project duration (total months): _____ Proposed start date: _____ End date: _____

Funding is requested for (tick all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Equipment/tools
<input type="checkbox"/> Consumable materials
<input type="checkbox"/> Training
<input type="checkbox"/> Transportation/Travel
<input type="checkbox"/> Salaries and fees | <input type="checkbox"/> Building modifications
<input type="checkbox"/> Meetings
<input type="checkbox"/> Media costs
<input type="checkbox"/> Printing/publications
<input type="checkbox"/> Other (list) _____ |
|--|---|

The proposed project activities address which of the following areas? (Tick all that apply):

- ☐ Increase participation of people with disabilities in USAID activities
- ☐ Strengthen the capacity of disabled people's organizations

1. Please provide a brief description of your organization, including background and experience in the disability sector. *(Please limit your response to not more than one page.)*

2. Please provide a brief summary of the proposed project. This must include what this project seeks to achieve, specific objectives, DELIVERABLES, location and expected number of beneficiaries. *(Please limit your response to not more than one page)*

3. Please justify the NEED for this project. Justification should address overall need for this project and need for each of the main activities/deliverables. *(Please limit your response to not more than one page)*

4. Please list main activities with target dates for completion. Please provide summary information using the sample table below. Beneath the table please provide details of the implementation of EACH activity. *(Please limit your response to not more than one page)*

Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1.												
2.												
3.												
4.												

Details:

- 1.
- 2.
- 3.
- 4.

5. How many staff will be directly involved in and/or funded by this project? Please list their role, qualifications and experience. *(Please limit your response to not more than half a page)*

6. Does your organization plan to collaborate with other organizations in achieving this project's objectives? If so, please explain HOW. *(Please limit your response to not more than quarter of a page)*

7. Please provide your detailed budget summarized under the following budget line items. Below this budget, and as notes to the budget, provide a detailed breakdown of this summary per line item. Please indicate exchange rate used.

(Please limit your response to not more than two pages)

Description	Budget (local currency)	Budget (US \$)
Direct labor (e.g. salaries, wages etc)		
-		
Travel and Per diem		
-		
Equipment and supplies		
-		
Program Activities		
-		
Other Direct Costs (e.g. rent, utilities, communication etc)		
-		

Notes to the budget:

8. Please describe the type of monitoring and evaluation that is planned for the project (to include program indicators, frequency, method, who will do it). *(Please limit your response to not more than one page)*

ATTACHMENT 3 MISSION DISABILITY REPORTING FORM

TITLE OF PROJECT _____

LOCATION OF PROJECT _____

PROJECT IMPLEMENTATION PERIOD _____

IMPLEMENTING ORGANIZATION _____

REPORTING PERIOD _____

TYPE OF REPORT (select one): initial _____ interim _____ final _____

Category	Male	Female	Total	Comments
Number of people served				
Number of people trained				
Number of organizations strengthened				

Specific Planned Activities	Progress/Achievements

Difficulties/Challenges/Comments:

Plans for next reporting period: (If this is a final report, please provide overall summary of the project, if the objectives were achieved, and other comments in this space):

Summary amount of grant funds spent during this period:

Name and Title of person writing this report _____
Signature and date: _____